



## REQUEST AND RECOMMENDATION

### ONE YEAR OPTION

#### 800- 899 Clock Hour Programs – Business Administration Technology

#### Background:

To provide another option for adult students to apply prior learning toward a degree, Ohio legislators established what has come to be known as the One-Year-Option through Section 363.120 House Bill 59 of the 130<sup>th</sup> General Assembly. The Chancellor of the Ohio Department of Higher Education, in consultation with the Superintendent of Public Instruction and the Governor's Office of Workforce Transformation, was tasked to establish a One-Year Option credit articulation system in which graduates of Ohio's adult career-technical institutions who complete a 900-hour program of study AND obtain an industry-recognized credential approved by the Chancellor will be able to receive 30 technical semester credit hours toward a technical degree upon enrollment in a public institution of higher education. The Chancellor was also to recommend a process to award proportional semester credit hours for adult career-technical institution students who complete a program of study between 600 and 899 hours AND obtain an industry-recognized credential approved by the Chancellor. The Chancellor convened a broad group of stakeholders to develop a system of articulation for the One Year Option that was presented in a report to the legislature called, *"Getting to 30: Establishing a One Year Option Credit Articulation System for Ohio."*

In order to implement the system of articulation developed with the stakeholders as well as address accreditation requirements for degree granting institutions, the Chancellor convened Credit Affirmation Teams (CATs) to conduct a peer review of programs and certifications for affirmation for a block of 30 semester hours of technical credit. The CATs were comprised of faculty and administrators from Ohio Technical Centers (OTCs) and an equal number from public degree granting colleges and universities in Ohio. The CATs were organized by four discipline clusters: Health and Allied Health, Building and Industrial Technology, Business and Information Technology, and Services. They were charged with reviewing the certifications and, if necessary, program content, to affirm that students completing the selected program at an Ohio Technical Center and earned approved certifications had demonstrated competencies equivalent to technical credit. CATs affirmed that programs over 900 hours, articulated to a block of 30 technical credit hours. For programs between 600-899 credit hours, the review resulted in a proportional amount of credit hours being awarded. This technical credit would then be granted, as a block, upon enrollment in a degree granting institution. Additional subject matter experts were consulted when core team members did not have sufficient content knowledge of the program being reviewed.

**Recommendation**

As detailed in the attached template, the Business and Information Technology Team recommends that students will be eligible for a block of 27 semester hours of technical credit towards an *Associate of Technical Studies in Business Technology* when:

- the student has successfully completed a 800- 899 clock hour program in Business Administration Technology at an Ohio Technical Center.

**And** currently holds **ONE** of the following credentials:

- successfully complete competencies in either Microsoft Office Specialist (MOS)
- successfully complete competencies in the Internet and Computing Core Certification (IC3)

**And** successfully completed the following 30 OPAC tests in the following 6 areas:

<u>Area</u>	<u>OPAC Test</u>
Keyboarding/Data Entry	<ul style="list-style-type: none"> <li>• 10-Key</li> <li>• Keyboarding</li> <li>• Keyboarding 2</li> <li>• Data Entry 2 – Inventory</li> <li>• Data Entry 3 – Invoice</li> </ul>
Clerical	<ul style="list-style-type: none"> <li>• Alphabetic Filing</li> <li>• Numeric Filing</li> <li>• Composing Minutes</li> <li>• Formatting a Letter</li> <li>• Proofreading 1</li> <li>• Proofreading 2</li> <li>• Proofreading Practice</li> <li>• Reading Comprehension</li> <li>• Sentence Clarity</li> <li>• Spelling</li> </ul>
Computer Applications	<ul style="list-style-type: none"> <li>• Editing/Formatting from a rough draft</li> </ul>
Microsoft Applications	<ul style="list-style-type: none"> <li>• Excel Basic</li> <li>• Outlook</li> <li>• PowerPoint</li> <li>• Windows</li> <li>• Word Basic</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Customer Service: Telephone</li> <li>• Telephone Order Entry</li> <li>• Applying Policies</li> <li>• Record Locating</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Bank Deposit</li> <li>• Bank reconciliation</li> </ul>

**One-Year Option**  
**Certification Affirmation Template**

	<ul style="list-style-type: none"><li>• Basic Math</li><li>• Petty Cash</li><li>• QuickBooks</li></ul>
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\*\*OPAC Test Descriptions can be found at the following link: <http://www.opac.com/office-skills-test-descriptions/>

Please note all credentials must be current, valid, and in good standing.

**End of Comment Period:** November 21, 2016 at 9:00 am  
**No comments received, recommend approval**

**RECOMMENDATION**

The Vice Chancellor of Academic Affairs has verified that this pathway has met the standards and requirements of the Ohio Board of Regents.



**Stephanie Davidson, Vice Chancellor of Academic Affairs**

11/28/16  
**Date**

**APPROVAL**



**John Carey, Chancellor**

12/2/16  
**Date**

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**Preamble:**

The Business and IT Credit Affirmation Team reviewed curriculum and associated credentials for the program area, Administrative/ Office Technology. With subject matter experts and representatives from Ohio Technical Centers and Community Colleges, the group surveyed credentials associated with 800- 899 hour programs. Credential preparation and competencies from similar technical courses at Community Colleges were reviewed.

The consensus of the team was that three credentials are available to use for the Administrative/Office Technology area. In most cases multiple credentials are attained by students completing the programs. However, the credentials for IC3, OPAC (Office Proficiency Assessment and Certification) and Microsoft Core meet the rigorous standards necessary for affirming credit and are represent the core competencies needed in the Business Administration program area. Thus, it is the recommendation of the team that a student, who completes a 800-899 hour program and meets the below credentialing pathway should be granted 27 technical hours towards an Associate Degree of Technical Studies.

**\*\*Important note: It is the intent of the Ohio Department of Higher Education to review the list of credentials regularly, but because the Administrative Office field may experience frequent updates, the credentialing bodies may have modified some the exams listed. If any of the below credentials are updated, please consider the amended credential as eligible to satisfy proof of student competency.\*\***

**A student must meet the following credentialing pathway:**

Student must obtain as certification as either:

- Microsoft Office Specialist (MOS) core subject matter expert

OR

- Internet & Computing Core (IC3) certification

And successfully completes the following 30 OPAC tests in the following 6 areas:

<b><u>Area</u></b>	<b><u>OPAC Test</u></b>
Keyboarding/Data Entry	<ul style="list-style-type: none"><li>• 10-Key</li><li>• Keyboarding</li><li>• Keyboarding 2</li><li>• Data Entry 2 – Inventory</li><li>• Data Entry 3 – Invoice</li></ul>
Clerical	<ul style="list-style-type: none"><li>• Alphabetic Filing</li><li>• Numeric Filing</li><li>• Composing Minutes</li><li>• Formatting a Letter</li><li>• Proofreading 1</li><li>• Proofreading 2</li><li>• Proofreading Practice</li><li>• Reading Comprehension</li><li>• Sentence Clarity</li></ul>

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	<ul style="list-style-type: none"><li>• Spelling</li></ul>
Computer Applications	<ul style="list-style-type: none"><li>• Editing/Formatting from a rough draft</li></ul>
Microsoft Applications	<ul style="list-style-type: none"><li>• Excel Basic</li><li>• Outlook</li><li>• PowerPoint</li><li>• Windows</li><li>• Word Basic</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• Customer Service: Telephone</li><li>• Telephone Order Entry</li><li>• Applying Policies</li><li>• Record Locating</li></ul>
Financial	<ul style="list-style-type: none"><li>• Bank Deposit</li><li>• Bank reconciliation</li><li>• Basic Math</li><li>• Petty Cash</li><li>• QuickBooks</li></ul>

\*\*OPAC Test Descriptions can be found at the following link: <http://www.opac.com/office-skills-test-descriptions/>

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**Certification Affirmation Template**

*The Program Affirmation Template is designed to provide a common matrix for a peer review process acceptable to the Higher Learning Commission to soundly affirm awarding technical credit for Ohio Technical Center graduates who are eligible for the One Year Option. The template should be completed for every program/subject and signed by the co-chairs of each of the four cluster program areas for every Industry-recognized credential and program reviewed.*

*Please note: All Ohio Technical Centers must be accredited by one of the following: [Council on Occupational Education \(COE\)](#) and/or [Accrediting Commission of Career Schools and Colleges \(ACCSC\)](#).*

<b>Program Name:</b> Administrative Office Technology  <b>CIP Code:</b> 52.0401/52.0402	<b>Cluster</b> <input checked="" type="checkbox"/> Business & Information Technologies <input type="checkbox"/> Health/Allied Health <input type="checkbox"/> Industrial Trades <input type="checkbox"/> Service Industries & Agriculture <b>CIP Definitions:</b> <ul style="list-style-type: none"> <li>• Definition: 52.0401 A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.</li> <li>• Definition: 52.0402 A program that prepares individuals to perform the duties of special assistants and/or personal secretaries for business executives and top management. Includes instruction in business communications, principles of business law, public relations, scheduling and travel management, secretarial accounting, filing systems and records management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, and professional standards and legal requirements.</li> </ul>
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**STEP ONE: CREDENTIAL REVIEW**

	Details/Explanation	Comments
Primary Industry Credential (if there are competing certifications complete page multiple times)	<b>Name:</b> <a href="#">Certiport Microsoft Office Specialist (MOS) Core</a> <b>Type:</b> <input type="checkbox"/> License <input type="checkbox"/> Registry <input checked="" type="checkbox"/> Certification	<ul style="list-style-type: none"> <li>• Microsoft Word Core</li> <li>• Microsoft Excel Core</li> <li>• Microsoft PowerPoint Core</li> <li>• Microsoft Access Core</li> <li>• Microsoft Outlook Core</li> </ul>

**One-Year Option**  
**Certification Affirmation Template**

Program requirements by credentialing body.	There are no specific requirements set by the credentialing body.	
Hour Requirements (includes any instructional, lab/practice hours, or internship hours).	The certifications aligned with these areas of study do not require a specific number of program hours.	
Competencies demonstrated by credential attainment.	<p><b><u>Microsoft Word Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Creating, formatting, and navigating a document</li> <li>• Customizing options and views for documents</li> <li>• Configuring documents to print or save</li> </ul> <p><b><u>Microsoft Excel Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Creating and managing worksheets and workbooks</li> <li>• Creating cells, ranges, tables, charts, and objects</li> <li>• Applying formulas and functions</li> </ul> <p><b><u>Microsoft PowerPoint Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Creating and managing presentation(s)</li> <li>• Inserting and formatting shapes and slides</li> <li>• Creating slide content, applying</li> <li>• Applying transitions and animations</li> </ul> <p><b><u>Microsoft Access Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Creating and managing databases</li> <li>• Creating tables, queries, forms, and reports</li> </ul> <p><b><u>Microsoft Outlook Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Managing the Outlook environment</li> <li>• Managing messages, schedules, contacts, and groups</li> </ul>	<p>For more detailed information on competencies, please see:  <a href="https://www.microsoft.com/en-us/learning/mos-certification.aspx">https://www.microsoft.com/en-us/learning/mos-certification.aspx</a></p>
Rationale:	<ol style="list-style-type: none"> <li>1) Microsoft is accredited by <a href="#">American National Standards Institute (ANSI)</a> to show compliance and, as such, undergo regular reviews and updates to the exam objectives.</li> <li>2) Microsoft certifications are a result from subject matter expert workshops and industry-wide survey results</li> </ol>	

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regarding the skills and knowledge required of an entry-level IT professional.

- 3) Microsoft Office certifications are administered at Certiport Authorized Testing Centers and are primarily delivered in computer-based format to increase security & better maintain up-to-date content delivery.

Taking the reliability of the exam, rigor of the program, and the review of content, the Business and IT Credit Affirmation Team believes that obtaining credentials as either a Microsoft Office Specialist (MOS) core subject matter OR an Internet & Computing Core (IC3) certification and successfully completes at least 20 OPAC credentials following the completion of a 800- 899 hour Ohio Technical Center program to be equivalent to a block of 27 technical hours for the One Year Option.

OR

<b>Program Name:</b> Administrative Office Technology	<b>Cluster</b> <input checked="" type="checkbox"/> Business & Information Technologies <input type="checkbox"/> Health/Allied Health <input type="checkbox"/> Industrial Trades <input type="checkbox"/> Service Industries & Agriculture
<b>CIP Code:</b> 52.0401/52.0402	

**STEP ONE: CREDENTIAL REVIEW**

	Details/Explanation	Comments
Primary Industry Credential (if there are competing certifications complete page multiple times)	<b>Name:</b> <a href="#">Certiport Internet &amp; Computing Core Certification (IC3)</a> <b>Type:</b> <input type="checkbox"/> License <input type="checkbox"/> Registry <input checked="" type="checkbox"/> Certification	

**One-Year Option**  
**Certification Affirmation Template**

Program requirements by credentialing body.	There are no specific requirements set by the credentialing body.	
Hour Requirements (includes any instructional, lab/practice hours, or internship hours).	The certifications aligned with these areas of study do not require a specific number of program hours.	
Competencies demonstrated by credential attainment.	<ul style="list-style-type: none"> <li>• Computing Fundamentals</li> <li>• Key Applications (Microsoft Word, Excel, PowerPoint and Access)</li> <li>• Living Online (Microsoft Outlook)</li> </ul>	
Rationale:	<ol style="list-style-type: none"> <li>1) IC3 certification includes competencies that align to the Global standards and thus address the most current and relevant digital literacy competencies.</li> <li>2) The IC3 is a global certification program is used in over 70 countries and <a href="#">endorsed by many global organizations</a> including, but not limited to the American Council on Education, National Coalition of Certification Center, Skills USA, Global Digital Literacy Council, and the European Union Committee for Standardization.</li> <li>3) IC3 certifications are administered at Certiport Authorized Testing Centers and are primarily delivered in computer-based format to increase security &amp; better maintain up-to-date content delivery.</li> </ol> <p>Taking the reliability of the exam, rigor of the program, and the review of content, the Business and IT Credit Affirmation Team believes that obtaining credentials as either a Microsoft Office Specialist (MOS) core subject matter OR an Internet &amp; Computing Core (IC3) certification and successfully completes at least 20 OPAC credentials following the completion of a 800- 899 hour Ohio Technical Center program to be equivalent to a block of 27 technical hours for the One Year Option.</p>	

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**ONLY IF NECESSARY TO AFFIRM 27 CREDITS----STEP TWO: PROGRAM-RELATED COMPETENCIES OBTAINED OUTSIDE OF PRIMARY CREDENTIAL**

	Details/Explanation	Comments
Description of additional program elements beyond primary credential.		
Additional related complementary credential(s) or badge(s) (e.g. OSHA 10, CPR).	<p>The competencies demonstrated by credential attainment of Office Proficiency Assessment and Certification (OPAC).            Certifications in the following areas:</p> <p><b>Keyboarding/Data Entry</b></p> <ul style="list-style-type: none"> <li>• 10-Key</li> <li>• Keyboarding</li> <li>• Keyboarding 2</li> <li>• Data Entry 2 – Inventory</li> <li>• Data Entry 3 – Invoice</li> </ul> <p><b>Clerical</b></p> <ul style="list-style-type: none"> <li>• Alphabetic Filing</li> <li>• Numeric Filing</li> <li>• Composing Minutes</li> <li>• Formatting a Letter</li> <li>• Proofreading 1</li> <li>• Proofreading 2</li> <li>• Proofreading Practice</li> <li>• Reading Comprehension</li> <li>• Sentence Clarity</li> <li>• Spelling</li> </ul> <p><b>Computer Applications:</b></p> <ul style="list-style-type: none"> <li>• Editing/Formatting from a rough draft</li> </ul>	<p>OPAC Certifications were identified as the standard associated with most Community College curricula in these areas.</p>

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	<p><b>Microsoft Applications</b></p> <ul style="list-style-type: none"> <li>• Excel Basic</li> <li>• Outlook</li> <li>• PowerPoint</li> <li>• Windows</li> <li>• Word Basic</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Customer Service: Telephone</li> <li>• Telephone Order Entry</li> <li>• Applying Policies</li> <li>• Record Locating</li> </ul> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Bank Deposit</li> <li>• Bank reconciliation</li> <li>• Basic Math</li> <li>• Petty Cash</li> <li>• QuickBooks</li> </ul>	
<p>Competencies demonstrated by additional credential attainment.</p>	<p>For test descriptions, please see the following link:  <a href="http://www.opac.com/office-skills-test-descriptions/">http://www.opac.com/office-skills-test-descriptions/</a></p>	
<p>Program related competencies/learning outcomes outside of credential(s). Include how competencies are demonstrated.</p>		
<p>Other Parameters of Competency.</p>		

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Programs as of Spring 2016:	<b>Ohio Technical Center</b>	<b>Program Name</b>	<b>Clock Hours</b>
	Career and Technology Education Centers of Licking County	Office Technology- Administrative Professional Track	800
	EHOVE Adult Career Center	Professional Business Specialists	800

Committee Members and Subject Matter Experts:	<b>Name</b>	<b>Role</b>	<b>Institution</b>
	Scott Halm	Co-Chair	Cuyahoga Community College
	Amy Leedy	Co-Chair	Miami Valley Career Technology Center
	Carleen Dotson	Member	Tri-County Adult Career Center
	Angelo Frole	Member	Columbus State Community College
	Jeanie Haapalainen	Member	Ashland County West Holmes Career Center
	Tony Hills	Member	Northwest State Community College
	Larry Ray	Member	Stark State College
	Greg Timberlake	Member	North Central State College
	Tina Trombley	Member	Career and Technology Education Centers of Licking County
	Bev Bronkar	Subject Matter Expert	Career and Technology Education Centers of Licking County
	Rene Eneix	Subject Matter Expert	Stark State College

**OTHER COMMENTS.**

<b>AFFIRMED NUMBER OF TECHNICAL BLOCK CREDITS</b>	27 semester hours	<b>LENGTH OF TIME CREDENTIAL CAN BE USED FOR ONE-YEAR OPTION:</b> All certifications must be current and have been taken in the past 3 years.
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Co-chair signatures:



Scott Halm  
Associate Dean, Business and Information Technology



Amy Leedy  
Adult Education Supervisor  
Miami Valley Career Technology Center

Date: 10/23/2016

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**Certification Affirmation Template**